

ACQUISITION CAREER RECORD BRIEF (ACRB)

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General Information

The ACRB is the single most important document for acquisition professionals. It is the official record of all training, work experience, education, awards, acquisition status, current position, and personal information for Acquisition and Technology Workforce (A&TWF) members, including all Army Acquisition Corps (AAC) members. Non-A&TWF civilians can use their ACRB to document their experience and training in acquisition disciplines as well.

Purpose

The ACRB is a “snapshot” of a civilian’s acquisition history and is designed to mirror the format and content of the military Officer Record Brief (ORB). The similarity in format between ACRBs and ORBs facilitates comparison of military and civilian career records, which is central to determining the “best-qualified” individuals for senior-level acquisition

positions. The ACRB is used in Individual Development Plan (IDP) preparation to manage and document the careers of acquisition workforce members. It is also submitted as part of the application package for the Competitive Development Group (CDG) Program, the civilian program manager boards, the acquisition certification process, and AAC membership.

Sources Of Data

The ACRB is the database “build” generated by the Career Acquisition Personnel & Position Management Information System (CAPPNIS). CAPPNIS interfaces with the Defense Civilian Personnel Data System (DCPDS), the Total Army Personnel Database (TAPDB), and other databases.

Establishing An ACRB

To initiate an ACRB, you must first contact your regional Acquisition

Career Manager (ACM) to establish a record. The first time you access your ACRB online at <https://rda.rdaisa.army.mil/cappmis/acrb>, you are required to designate a password, which is known only to you. Individuals can view and print their current ACRB from this Web site. If you forget your password, you must e-mail a request to reset it.

To update your ACRB, you must submit a request either through the U.S. Total Army Personnel Command (PERSCOM) ACM for AAC members (GS-14/-15 or equivalent personnel demonstration broadband level) or through regional ACMs for workforce members (up to grade GS-13 or equivalent personnel demonstration broadband level).

Follow the ACRB instructions at <https://rda.rdaisa.army.mil/cappmis/acrb>. The first step in updating your ACRB is to print out a current or blank ACRB. Next, line through the incorrect data and write

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in new data or complete the blank ACRB. Be sure to sign the block at the bottom left side, which certifies the accuracy of the updated information. Finally, fax or mail your updates to your ACM—contact information is located online at <http://dacm.rdaisa.army.mil>. (Go to **Your Acquisition Management Team** then **Regional Directors/Acquisition Career Managers**.)

Content

The top line of the ACRB form indicates the Internet address of the instructions (<https://rda.rdaisa.army.mil/cappmis/acrb>), the system date that the ACRB was printed, your pay plan or grade, series or area of concentration, social security number, and name. The ACRB is divided into 10 sections. Because each section captures data used to obtain a snapshot of your career, it must contain current information. Below is a brief description of each ACRB section.

Section I (Current Position Data). This section includes position title, category, AAC certification level required, command, personnel office, acquisition position type, and acquisition position list number.

Section II (Security). This section includes clearance type, investigation type, and date of investigation.

Section III (Acquisition Corps Data). This section includes service computation date, AAC membership status, AAC accession date, CDG year group, AAC career field, months of acquisition experience, critical acquisition position, AAC certification level required, AAC reserve status, date entered present position, and 5-year review date.

Section IV (Personal). This section includes component code, home mailing address and phone number, work phone number (commercial and DSN), fax number, and

e-mail address (e-mail is updated in your automated IDP).

Section V (Preference). This section includes geographical, functional, and command preferences, capturing up to three selections for each preference.

Section VI (Acquisition/Leader Training). This section includes acquisition training (course title as it appears in the Mandatory Training Course Table in the Defense Acquisition University (DAU) Catalog) and leadership training (course title as it appears in the Leader Training Table in the DAU Catalog). The course completion date should be filled out clearly with the month, day, and year (MM/DD/YYYY).

Section VII (Education). This section includes the name of the college or university, degree received (associate's, bachelor's, or master's), discipline, year graduated, highest degree attained, and Acquisition Corps qualification credit hours.

Section VIII (Awards). This section includes award type and date received (the last 10 awards can be displayed). An 11th line is reserved for awards you may have received that are no longer shown. Special awards can be noted in this blank.

Section IX (Assignment History). This section captures start date of each assignment, number of months served in each assignment, organization, location, command, duty title, series, grade, acquisition position code, and supervisory status (supervisory or nonsupervisory position).

Section X (Certifications/Licenses). This section includes certifications, career fields, career levels, and dates certified.

Continuous Learning

The ACRB is a useful tool in documenting education relative to your acquisition career. As such, the continuous learning (CL) section in-

cludes end date and points. The end date is calculated from the date at which you met the acquisition requirements of your current position (e.g., acquisition career field and certification level). CL points are the running total of points awarded. Supervisors must approve all CL activities and points as indicated on the IDP. (Note: 80 points are required for each 2-year cycle.) All CL credits must be reported through your automated IDP; no direct ACRB updates can be made. Thus, it is very important that you maintain a current and accurate ACRB.

Summary

The ACRB is the single most important document for an acquisition professional. It is a mandatory record of your training, work experience, education, awards, acquisition status, and current position information. This automated historical document is required for all competitive boards and is the official document of record for certifications. The ACRB is augmented by a detailed work history document such as a resume. You may view your ACRB online at <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm?app=acrb>; however, to establish or update your ACRB, you must contact your ACM.

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